


## Maryland Judiciary Job Description

	<b>Official Title</b>	Manager, Fiscal Accounts
	<b>Job Code</b>	2124
	<b>Business Title</b>	Accounting Manager
	<b>FLSA Status</b>	Exempt

### POSITION SUMMARY

This is managerial work responsible for the overall fiscal operations of an entire jurisdiction. The incumbent may oversee an independent Accounting Unit commonly found in a large size court with multiple court locations. This position supervises and coordinates the work of Fiscal Supervisors or a Lead Fiscal Clerk in performing all aspects of accounting work, including accounts receivable, cash reconciliation, journal adjustments, disbursements, refunds, etc. It provides direction to all department supervisors for all fiscal procedures, assuring understanding and consistent compliance, and aids in the timely processing of cases about funds received, disbursed or owed. The incumbent is responsible for analyzing financial data and developing standard and specialized reports. The incumbent may be required to visit other court locations as an Accounting Area Specialist to provide training, implementation of new procedures and guidance to Administrative Officials and fiscal support staff.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Develops the budget for the assigned court location including documentation necessary to support the budget request. Advises Administrative Heads on financial position and recommends adjustments to accommodate operational necessities.
- Adheres to all fiscal policies, procedures and operational practices as directed by the AOC, Department of Budget and Finance (DBF) and/or the District Court Headquarters, Department of Finance (DCQH).
- Directs, manages, and supervises the employees in the Accounting Department to include performing all personnel functions involving time and leave attendance, performance evaluations, disciplining actions, counseling, coaching and mentoring as necessary. Ensures all staff is appropriately trained and cross-trained on all aspects of the accounting office.
- Reviews and verifies source documents such as bills, receipts, transmittal sheets, invoices, benefit claims, vouchers, purchase orders, check registers, payroll reports, and requisitions for application to proper agency accounts.
- Researches discrepancies in account balances by retrieving and examining original chronological records for miscalculations or posting errors. Corrects inaccuracies in account balances and adjust accounting records to balance with source document totals.

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- Reviews, reconciles, and authorizes all reports generated by the accounting office for submission to DBF or DCQH, Finance Department.
- Assists auditors who examine agency accounts by providing source documents, summarized data, audit trails and periodic reports for their review.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- A high school diploma (or GED equivalent).
- Six (6) years of fiscal or accounting work experience. Two (2) years of lead or supervisor experience.

#### **Note:**

- A Bachelor's Degree may substitute for the two (2) years of required work experience.
- A Paralegal/Associates Degree or 60 college credits may substitute for the two (2) years of the required work experience.
- A Paralegal Certificate may substitute for one (1) year of the required work experience.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

#### **Knowledge of:**

- Knowledge of the capabilities and applications of commonly used automated accounting software packages such as PeopleSoft and General Enterprise and Resource Support (GEARS).
- Knowledge of Maryland Judiciary's policies, procedures, laws and forms, involving various types of court cases, and the implication each of these have on the accounting operations of the court.
- Knowledge of the principles and practices of bookkeeping in order to review, verify, record, adjust, and balance financial transactions.
- Knowledge of Generally Accepted Accounting Principles (GAAP) or Governmental Accounting and Financial Reporting Standards (GASB)

#### **Skill in:**

- Performing a variety of duties, often changing from one task to another of a different nature
- Accuracy and attention to detail
- Multitasking and time management
- Verbal and written communication
- Problem solving and decision making

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### Ability to:

- Ability to review and analyzes financial transaction, documents, records and report to obtain facts and verify accuracy;
- Ability to read and interpret audit reports and formulate recommendations to correct unsatisfactory conditions and to improve operations;
- Ability to develop or revise procedures and practices;
- Ability to communicate clearly, both orally and in writing to superiors, staff and public.
- Ability to assign, organize, coordinate and evaluate the work of staff.
- Ability to prepare statistical tables and charts, financial summaries, and schedules using personal computer and related software;
- Ability to work within time constraints, meet fixed deadlines and demonstrate good organizational skills;

### SUPERVISORY RESPONSIBILITIES

This position has formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

### PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The position is generally sedentary.

### WORKING CONDITIONS

*The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position works in an office or similar indoor environment.

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*Maryland Judiciary is an Equal Opportunity Employer.*

<b>Date created:</b>	January 2020
<b>Dates revised:</b>	